

1 **Southwest Vermont Regional Technical School District (SWVRTSD)**
2 **Regional Governing Board Meeting Minutes: Tuesday, January 15, 2008**

3 Assembly Room, Career Development Center
4

5 Members Present: Gloria Alexander; Justin Corcoran; Claude DeLucia; Kevin Goodhue;
6 Leon Johnson; Fran Kinney; Frank Lamb, Chair; Ed Letourneau; Jon Peaslee; Rob Sperber.
7

8 Members absent: Bob Kobelia.
9

10 Staff and Others Present: Jim Boutin, SVSU Director of Technology; Attorney James
11 Cormier; Peter Crabtree, Banner photographer; Nicky Forest, CDC Instructor; Tom Haskins,
12 CDC Instructor; Nick Hogan, CDC Instructor; Wes Knapp, SVSU Superintendent (left @
13 7:50); Mike Lawler, CDC Instructor; Bruce Lee-Clark, CDC Instructor; Greg Lewis, Business
14 Manager; Steve Love, Auditor; Bob Montgomery, Assistant Director; Sean-Marie Oller, SVSU
15 Board; Donna Oyama, Director; Rick Pembroke, SVSU Business Manager; Sandra
16 Redding, Office Manager; Hogan Sennett, CDC Student; Kathy Slade, CDC Instructor; Ellen
17 Strohmaier, Treasurer; Bill Swisher, CDC Guidance; John Waller, Banner Reporter; Laurie
18 Wright, CDC Para; Meena Yusoufzy, Exchange student.
19

20 Videotaping for CATTV: Richard Fleming
21

22 Recorder: Barb Schlesinger
23

24
25 Lamb opened the meeting at 6:30PM
26

27 **Public Comments:**

- 28 ■ Kinney, speaking as a citizen from the audience mic, addressed the group. Kinney spoke
29 of last night's MAU Board meeting (he also serves on that Board) and informed the RGB
30 Board that he believes CDC should return to being under MAU's control rather than
31 being independent. Kinney cited his reasoning for this change:
32 → Enrollment count is down while tuition has increased from 11K to 13K
33 → 96.5% of the students attending CDC are from MAUHS
34 → CDC having its own superintendent will cost \$100K plus benefits per year
35 → The "lease" payment for the next 30 years is \$1.00 per year.
36

37 Kinney expressed his goal, as Board member of the RGB Board, MAU Board and
38 Shaftsbury Board is to help taxpayers. He does not want to get rid of CDC; He sees a
39 savings by changing CDC's governing structure.
40

41 Lamb responded that he has not now nor ever seen any action for a CDC
42 superintendent at a salary of \$100K. He noted that the RGB is always looking at options.
43 This, i.e. returning to being a part of MAU, is not an item for debate.
44

- 45 ■ Barb Ackerman, MAU Graphic Technology Instructor, spoke of CDC's collaborated art
46 with the High School. The students have been creating Electronic Portfolios. The Focus
47 Group will be presenting their Logos tomorrow. The Graphic Design students at the high
48 school have promoted tech classes at the CDC. Barb spoke of the poster designs,
49 which were done with Foley's classes. She stressed the importance of collaboration

1 between MAU and CDC.
2

- 3 ■ Hogan Sennett, a senior at MAU who also has taken two classes at CDC, spoke from a
4 student's perspective about CDC. He noted CDC classes are electives for students and
5 are not always easy to schedule. He spoke of CDC as being unique and providing a
6 "sense of home". Many of his peers attend school simply because of their interest in
7 their CDC classes. The town really needs CDC; it allows kids to find a place in society;
8 to make a job and living. Letourneau commented about CDC classes being elective.
9 Sennett noted that you must "schedule around your future". Oller asked Sennett why he
10 was here. He replied, "Everyone should know what a great thing CDC is".
11

12 Sennett received a well deserved round of applause from the audience.
13

14 **Agenda:**

15 Knapp will be giving his report time to Rich Pembroke and Jim Boutin in order for them to
16 answer questions regarding the new unified Human Services, payroll and AP software and
17 also the student management software, Infinite Campus. This slot has been moved to
18 before the Consent Agenda.
19

20 **Letourneau moved and Goodhue seconded a motion to accept the Agenda as**
21 **rearranged. All except Kinney, who voted Nay, were in favor.**
22

23 **Superintendent's Report:**

24 Knapp explained that Pembroke and Boutin were here to clarify any questions the Board
25 might have regarding the new software. Knapp also needs to get the RGB's signature.
26

27 Pembroke reported that a group including Oyama, Montgomery and Lewis met two Fridays
28 ago with the Unifund trainer
29

30 Board members asked numerous questions with responses being:

31 **Pembroke**

- 32 → The annual cost for Unifund, which includes CDC's licensure, is \$32K. CDC's costs,
33 which includes the General Ledger and Payroll, is \$6K.
- 34 → Board members can be given "read-only" privileges to access.
- 35 → CDC will be a separate entity housed under the one licensing agreement. There will
36 be electronic signatures throughout. CDC will have more control than originally
37 thought. CDC administration will have total control as to how the hierarchy is set.
- 38 → Training for CDC will be \$10K total (no additional charges) if CDC takes advantage
39 of SVSU's training sessions. If CDC requires more or individual training it will cost
40 more.
- 41 → The purpose of converting the entire General Ledger is to establish uniformity of
42 Chart of Accounts across the entire SVSU. Knapp noted the goal is to make the
43 Chart as small as possible. DeLucia noted the Chart is prescribed by the State.
44

45 **Boutin**

- 46 → Backup will be on the web portal service
- 47 → Security and access layers, administered by Boutin, will control who has access to
48 what. Ultimately, who has access is the Superintendent's decision. Jim's role is to
49 install the software and set passwords. He is, in essence, the gatekeeper.

1 Letourneau asked Lawler if he had any concerns regarding security. Lawler had none.
2 Johnson noted that this is just the tip of the iceberg that will improve the “knowledge flow”.
3 Lamb thanked Pembroke and Boutin for coming.

4
5 **Consent Agenda:**

6 Johnson requested that the Finance Meeting Minutes from 12/21/07 and the Outreach
7 Minutes from 1/9/08 be pulled. Lamb noted that Oyama’s retirement letter would be voted
8 on separately.

9
10 **Peaslee moved and Goodhue seconded a motion to accept the Consent Agenda**
11 **minus the above two Committee Meeting Minutes. All except Kinney, who voted Nay,**
12 **were in favor.**

13
14 The Consent Agenda included:

- 15 - Approval of the RGB December 17, 2007 Meeting Minutes
- 16 - Approval of Finance Committee December 17, 2007 Minutes
- 17 - Approval of Finance Committee December 21, 2007 Minutes
- 18 - Approval of Outreach Committee January 9, 2008 Minutes
- 19 - SWVRTSD Payroll Warrant # 36 & 37 12/20/2007 in the amount of \$ 79,934.32
- 20 - SWVRTSD Payroll Warrant # 39 & 40 01/03/2008 in the amount of \$ 65,119.63
- 21 - SWVRTSD Vendor Warrant # 38 12/27/2007 in the amount of \$ 89,238.37
- 22 - SWVRTSD Vendor Warrant # 41 01/15/2008 in the amount of \$ 35,892.81
- 23 - Nomination of PT CAD Teacher

24
25 **Finance Meeting Minutes - 12/21/07**

26 Oyama explained that Perkins is calculated from US Census Bureau American
27 Community Survey information. The formula calculates 30% based on the region’s
28 population ages 5-17 and 70% based on poverty of the population ages 5-17. The
29 Department of Education receives the numbers from school districts and in turn
30 distributes by service regions. Using these figures (30% / 70%), the Department basis
31 CDC’s allocation on its percentage of the total population in the region. If there is growth
32 (or not) in other parts of the state, then the percentage of CDC’s allocation will fluctuate
33 accordingly.

34
35 **DeLucia moved and Goodhue seconded a motion to accept the December 21, 2007**
36 **Finance Committee Meeting Minutes. Johnson, Kinney and Peaslee abstained, with**
37 **the rest of the Board voting in favor of acceptance.**

38
39 **Outreach Meeting Minutes - 1/9/08**

40 Johnson commented that it is not appropriate for committee members to “arrange deals”
41 for services. He reminded the Board that they should be discussing “need a service
42 done”. This will prevent a possible conflict of interest.

43
44 **Corcoran moved and Peaslee seconded a motion to accept the January 9, 2008**
45 **Outreach Meeting Minutes. All were in favor.**

46
47 **Oyama’s Letter of Retirement**

48 Alexander requested Oyama to reconsider. Letourneau wishes she would stay.

49 **Goodhue moved and Peaslee seconded a motion to accept Oyama’s Notice of**

1 Retirement. Alexander voted Nay and Letourneau abstained. All else were in favor.

2
3 **Treasurer's Report:**

4 There were no questions addressed to the Treasurer.

5
6 Peaslee moved and Corcoran seconded a motion to accept the Treasurer's Report. All
7 were in favor.

8
9 **Auditor's Report**

10
11 Corcoran moved and DeLucia seconded a motion to accept the Auditors prior Report
12 with correction. All were in favor.

13
14 **2009 Draft Budget Proposal:**

15 Lamb brought both Budget drafts forward for vote. He explained that after the December 21st
16 Finance Committee meeting where they approved a 4% budget increase he spoke with
17 Oyama and requested that the budget be re-worked to reduce the tuition from the almost
18 \$13K. Lamb commended Oyama for returning Draft #10 with tuition at \$12,600 and an
19 overall increase of 2.8%, the lowest in Bennington County.

20
21 Peaslee moved and Alexander seconded a motion to accept Draft Budget #7, with a
22 4.2% increase. All were opposed.

23
24 Peaslee moved and Corcoran seconded a motion to approve Draft Budget # 10, with a
25 2.8% increase and tuition at \$12,600. All except Kinney and Peaslee, who voted Nay,
26 were in favor.

27
28 **Approval of Teacher's Contract:**

29 DeLucia inquired if the teachers had accepted the contract. Knapp responded that it was a
30 negotiated contract. Oyama inquired if all the schools had approved it yet. Peaslee noted
31 that Pownal has not. The Contract will not go to the press until all Boards have approved it.

32
33 Peaslee moved and Goodhue seconded a motion to approve the Teacher's Contract.
34 All except Goodhue and Letourneau, who abstained, were in favor.

35
36 **Approval of ESP Contract:**

37
38 Corcoran moved and [redacted] seconded a motion to approve the ESP Contract.
39 All except Peaslee, who abstained, were in favor.

40
41 **Committee Reports:**

42 **Policy:**

43 Johnson read the following Policies for Adoption:

44
45 5086C Weapons Prohibition as Warned

46 Peaslee moved and Goodhue seconded a motion to Adopt Policy # 5086C. All were in
47 favor.

1 6130C Copyright Policy as Warned
2 **Peaslee moved and Kinney seconded a motion to Adopt Policy # 6130C. All were in**
3 **favor.**

4
5 6140C Telecommunications and Network Policy as Warned
6 **Peaslee moved and Corcoran seconded a motion to Adopt Policy # 6140C. All were in**
7 **favor.**

8
9 6148C Internet Use Policy as Warned
10 **Peaslee moved and Kinney seconded a motion to Adopt Policy # 6148C. All were in**
11 **favor.**

12
13 6150C Computer Equipment Inventory and Disposal as Warned
14 **Peaslee moved and Kinney seconded a motion to Adopt Policy # 6150C. All were in**
15 **favor.**

16
17 Johnson read the following policies submitted for Warning:

18
19 6190C Holiday Observance and Program Policy
20 Discussion:

21 Corcoran would like lines 27 and 28 stricken. He doesn't like that only two holiday icons are
22 in the policy; he foresees problems in the future. Oyama inquired if it was only the words
23 cross and menorah that needed to be removed. Knapp noted that the wording was not clear
24 re "displayed" and wondered who would be the display police. Knapp also pointed out that
25 the policy is pro-diversity, but the two lines and icons are not consistent with that philosophy.
26

27 **Corcoran moved and Peaslee seconded a motion to strike Lines 27 and 28. All except**
28 **DeLucia and Johnson, who voted Nay, were in favor.**

29
30 **Peaslee moved and Corcoran seconded a motion to Warn Policy # 6190C without**
31 **lines 27 & 28. All except Peaslee, who voted Nay, were in favor.**

32
33 **Education:**

34 Letourneau reported on the committee's tour of the facilities regarding opening unused
35 space and changing classroom size requirements. Also noted was the need for the Board
36 members to individually review the NEASC recommendations and pick their top two from
37 each category. This needs to be returned to Oyama by next week.

38
39 **Finance:**

40 **Lathe**

41 Lamb reported that the Perkins Equipment grant would provide enough money to
42 purchase one lathe. Oyama noted that the lathe is a single-source machine. It was
43 noted that State law requires purchases over \$15K to be bid out. Plasan's price for the
44 lathe is \$26,300. Letourneau requested that the bid process be expedited. Oyama
45 asked if there should be a special meeting for the bid results or should they wait until
46 the next Board meeting to vote. Lamb told Oyama to do what needs to be done.
47

48 **DeLucia moved and Goodhue seconded a motion to bid-out the lathe purchase. All**
49 **were in favor.**

1 **MAU/ CDC Allocation:**

2 Montgomery inquired as to how the percentages of allocation on page 2 were arrived at.
3 Lewis explained the formula used and noted there are slight deviations; the ratio stays
4 the same.

5
6 **Sale of old bulldozer.**

7
8 **Alexander moved and Letourneau seconded a motion to sell the old bulldozer to
9 Cole-Howe Tech, as-is, for \$5K. All except Kinney and Peaslee, who voted Nay, were
10 in favor.**

11
12 **Superintendent's Report:**

13 Knapp shared with the Board a piece re school funding. Lamb is to sign the contracts.

14
15 **Chairman's Report:**

16 Lamb spoke of the need for a Search Committee for a new Director. Johnson would like a
17 random group of individuals chosen. Peaslee noted that the committee should be small,
18 three to five individuals. Oyama will make a list of individuals.

19
20 **Peaslee moved and Sperber seconded a motion to set-up a Search Committee for a
21 new Director. All were in favor.**

22
23 Lamb spoke of the upcoming meeting in Rutland, January 31, 10:00 AM with the two chairs
24 of the other Tech Centers. He requested that those interested in attending contact Oyama.
25 The meeting is to discuss Tech Center problems and concerns, and to visit. There will be
26 no quorum.

27
28 There will be a Special Board meeting to Warn the Budget January 28, 2008 bat 6:00 PM.

29
30 **Director's Report:**

31 Oyama reported on:

- 32 → A vote to increase (or retain) Board member's pay by \$50. Someone from the floor
33 to make the motion; a "voter" is any registered voter from the service region.
34 → Foley's class will be presented several one-act plays this coming Friday. Please call
35 the office for more information.
36 → On February 1, original films will be shown at the Bennington Museum at 7PM.
37 → FBLA will be having a Jam Fest at MAU Auditorium on February 12. Thirteen
38 students will present their plans and meet with small business form the area.
39 → All of the students in Slade's First Responder class passed their competency exam.
40 One of the students has used their skills in the community.
41 → Tomorrow at 9:30 in the CDC Auditorium, the E-Lert posters, designed by
42 Ackerman's students, will be displayed. At 9AM in DeCesare's engineering
43 classroom, students will present to parents and industry mentors. The bridge project
44 will be a site visit on January 18.
45 → On Thursday, February 28, will be a Pizza Night Fundraiser at 5:30PM hosted by
46 FBLA and SkillsUSA.
47 → Lewis, Montgomery, and Oyama met with the Hoosick Falls Superintendent,
48 Principal, Assistant Principal and Guidance. The students that will come to CDC all

- 1 have the academic ability to pass the NY State Regents in the 10th grade. The NY
2 people will be visiting.
- 3 → Bob Mazur will be a panelist on the VSAC Health Committee.
 - 4 → The State Department of Labor (ACT 46) will be airing 650 spots on CNN, ESPN,
5 LIFE, TNT, MESN and the Food channel. These spots will be paid for by a grant.
 - 6 → The Adult Education pamphlet offers over 200 online courses. The courses will run
7 through April.

8
9 **Executive Session: None**

10
11 **Other:**

12 Lamb informed all present that Peaslee had a statement regarding the December 21, 2007
13 letter sent to Board members by CDC Faculty. Lamb stressed that this was not a debatable
14 issue and that each and every Board member could be recognized and make a brief, civil
15 statement directed only toward the letter.

16
17 Peaslee read his statement in which he noted that the points presented were factual, it did
18 not address the issue. Title 16 Chapter 559 indicates that purchases in excess of \$15,000
19 be put out to bid. The Board shall make the determination as to the awarding of the
20 contract. There is no provision that suggests any other party has the authority to award a
21 contract. Point 1 of the letter indicates the purchase became urgent. It was not a matter of
22 life or death, nor a health issue; there was nothing that urgent that the full Board could not
23 have been convened and the matter dealt with. The Board had approved the appropriation
24 of funds but did not relinquish its authority to make an informed decision and award the
25 contract to the best-qualified bidder.

26
27 Goodhue commended the staff for standing behind Administrator and respects their right to
28 express their thoughts and beliefs. A mistake was made, the problem has been taken care
29 of, and we should move on.

30
31 Alexander agreed with Goodhue's statement.

32
33 Letourneau also voiced his agreement with Goodhue and is also glad the staff exercised
34 their right to express their thoughts and beliefs.

35
36 DeLucia noted that the letter was sent strictly to Board members. Administration has seen a
37 copy. He didn't respond to the letter.

38
39 **At 8:12 Peaslee moved and Corcoran seconded a motion to Adjourn. All were in favor.**

40
41 **Attachments:**

- 42 RGB Minutes – 12/17/2007
- 43 RGB Finance Committee Minutes – 12/17/2007
- 44 RGB Finance Committee Minutes – 12/21/2007
- 45 Payroll Warrants #36, #37, #39 & #40
- 46 Vendor Warrants # 38 & #41
- 47 Nomination for PT CAD Instructor
- 48 Treasurer's Report
- 49 Revenue & Expenses

- 1 Allocation Formula 2009
- 2 2009 Draft Budget Proposal
- 3 Audit Approval Letter
- 4 Legal Opinion on Reserve Fund Expenditure
- 5 Oyama Retirement Letter
- 6 Teacher Contract
- 7 ESP Contract
- 8 Policies for Adoption:
 - 9 5086C Weapons Prohibition
 - 10 6130C Copyright
 - 11 6140C Telecommunications
 - 12 6148C Internet Use
 - 13 6150C Computer Equipment Inventory
- 14 Policy for Warning
 - 15 6190C Holiday Observance and Program
- 16 Hoosick Falls Opportunity (email)
- 17 Budget Vote/ Board Member Election Schedule
- 18 Thank you from Habitat for Humanity to Building Trades (letter)